

**NJ MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
OPEN MINUTES
MEETING OF OCTOBER 21, 2015
JAMESBURG, NEW JERSEY
10:50 AM**

Meeting called to order by Paul Shives. The Open Public Meeting Notice was read into the record.

Pledge of Allegiance

ROLL CALL OF 2015 EXECUTIVE COMMITTEE:

Chairman:	Ocean	Paul Shives	Present
Secretary:	Burlco	Richard Brook	Present
Executive Committee:	Central	Robert Landolfi	Present
	Sub Essex JIF	Joe Catenaro	Present
	Monmouth	Thomas Nolan	Present
	Camden	Joe Wolk	Present
	Sub-Muni	Jim Gildea	Present
	PMM	Scott Carew	Present
Alternates:			
	#1 Trico	Robert Law	Present
	#2 South Bergen	Greg Franz	Present
	#3 Bergen	Paul Tomasko	Present
	#4 NJUA	Tammy Fetherman	Present
	#5 Morris	Jon Rheinhardt	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	Perma Risk Management Services	James Kickham Stephen Sacco	Present Present
Attorney	Dorsey & Semrau	Fred Semrau, Esq.	Present
Treasurer		Charles S. Cuccia	Present
Underwriting Managers	The Danskin Agency Conner Strong & Buckelew	Chuck Casagrande Mike Avalone	Absent Present
Claims Administrator	King and Petracca	Peter King, Esq.	Present
Environmental Engineering Services	First Environment T&M Associates	Rich Erickson Kristi Butkowski	Present Absent
Actuary	AON	Chas Kullmann	Present
Auditor	Nisivoccia, L.L.P.	Francis "Bud" Jones	Absent

OTHERS PRESENT:

David Grubb, PERMA
Cate Kiernan, PERMA
Pauline Kontomanolis, PERMA
Brad Stokes, PERMA
Nancy Ghani, PERMA
Jason Thorpe, PERMA
Rachel Chwastek, PERMA
Joeen Ciannella, PERMA
Cindy Lisa, Danskin Agency
Patrick O'Hagan, Midland Park
Francis Kelly, BGIA
Frank Covelli, PIA
Ezio Altamura, GJEM Insurance
Paul Miola, AJ Gallagher
Chris Gulics, PS&S – *Member of the public*
Matt Mee, PS&S – *Member of the public*
Kelly Menzel, Cycle Chem, Inc. – *Member of the public*

APPROVAL OF MINUTES: September 2, 2015

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF
SEPTEMBER 2, 2015**

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Gildea
VOTE:	Unanimous

CORRESPONDENCE :

None

TREASURER

Mr. Cuccia presented his report and Resolution No. 25-15 approving the October Bill List as follows:

RESOLUTION 25-15 –OCTOBER BILL LIST

FUND YEAR	AMOUNT
2015	\$128,862.74
Total	\$128,862.74

MOTION TO APPROVE PAYMENT OF BILLS - RESOLUTION NO. 25-15

MOTION: Commissioner Nolan
SECOND: Commissioner Wolk
ROLL CALL VOTE: Unanimous

EXECUTIVE DIRECTOR/ADMINISTRATOR:

2016 PROPOSED BUDGET – Mr. Kickham indicated that at the September Executive Committee meeting, the Fund introduced a budget for Fund year 2016. He added that in accordance with the regulations, the budget has been advertised in the Fund’s official newspaper and sent to each member JIF. Mr. Sacco advised that the Public Hearing for the budget would be held at this meeting and referred to the 2016 budget and assessments contained within the agenda packet.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2016 BUDGET.

MOTION: Commissioner Wolk
SECOND: Commissioner Law
VOTE: Unanimous

Discussion of Budget & Assessments.

MOTION TO CLOSE THE PUBLIC HEARING.

MOTION: Commissioner Rheinhardt
SECOND: Commissioner Franz
VOTE: Unanimous

MOTION TO ADOPT A BUDGET FOR THE NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2016.

MOTION: Commissioner Rheinhardt
SECOND: Commissioner Franz
ROLL CALL VOTE: Unanimous

MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2016 BUDGET FOR MEMBER JOINT INSURANCE FUNDS.

MOTION: Commissioner Rheinhardt
SECOND: Commissioner Franz
ROLL CALL VOTE: Unanimous

EJIF DIVIDEND - Mr. Kickham informed the Board that the request for approval of the EJIF's \$500,000 dividend was filed with the State on October 14, 2015. The fund office awaits their approval.

NEXT MEETING - Mr. Kickham informed the Board that the next meeting of the EJIF is scheduled for November 18, 2015 at the Sheraton Hotel, across from the AC convention center at 12 noon.

ATTORNEY:

Mr. Semrau indicated that he did not have a report for open session.

UNDERWRITING MANAGERS:

Mr. Avalone reported that the new policy form is currently under review by the excess carrier. He advised that a Coverage Committee meeting will be scheduled to review and recommend the final revised policy form to the Executive Board at the November meeting.

ENVIRONMENTAL ENGINEERING:

Mr. Erickson reported that September and October have been quiet on the regulatory front as Trenton continues to be at a standstill.

Mr. Erickson also reported that First Environment is in the process of wrapping up their member inspections for the 2015 fund year. He indicated that several of the underground piping systems with aboveground storage tanks have been removed from their database.

ACTUARY

Mr. Kullman reported that AON has completed their September 30th IBNR analysis. He noted that there has not been a lot of loss activity between June 30th and September 30th which resulted in a slight reduction to the ultimate cost estimates.

OLD BUSINESS:

Commissioner Rheinhardt advised that representatives from the MEL Investment Committee interviewed Investors Bank (banking), Wilmington Trust (asset management); TD Bank

(banking & asset management) and Wells Fargo (banking & asset management) on October 14th for the positions of Banking Services and Asset Manager for the E-JIF, RCF, and MEL. The results were reviewed with the MEL Investment Committee on October 21, 2015. Commissioner Rheinhardt said awarding the banking contract to Investors Bank and the asset manager contract to Wilmington Trust represented the most cost effective program. He recommended beginning the transition process right away so that the accounts are in place at the start of the 2016 fund year. Mr. Kickham suggested authorizing the Treasurer to begin transferring the accounts during the current meeting and adopting a resolution appointing Investors Bank and Wilmington Trust during the November meeting. The Board was in agreement with the suggestion.

MOTION TO AUTHORIZE THE FUND TREASURER TO BEGIN TRANSITIONING THE E-JIF ACCOUNTS FROM WELLS FARGO TO INVESTORS BANK AND WILMINGTON TRUST.

MOTION:	Commissioner Rheinhardt
SECOND:	Commissioner Nolan
ROLL CALL VOTE:	Unanimous

NEW BUSINESS:

None

MEETING OPENED TO PUBLIC FOR COMMENT:

No public comments were made.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

CLOSED SESSION:

MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL, CLAIMS, AND POTENTIAL LITIGATION

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Gildea
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION: Commissioner Nolan
SECOND: Commissioner Gildea
VOTE: Unanimous

MOTION TO APPROVE THE PARS AS PRESENTED DURING CLOSED SESSION

MOTION: Commissioner Catenaro
SECOND: Commissioner Wolk
ROLL CALL VOTE: Unanimous

MOTION TO ADJOURN MEETING

MOTION: Commissioner Law
SECOND: Commissioner Franz
VOTE: Unanimous

Meeting Adjourned: 11:10 AM

Next Meeting:

**November 2015
Sheraton Hotel
Atlantic City, NJ**

Respectfully submitted,

Prepared by Jason D. Thorpe, Assistant Secretary

**NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
BILLS LIST**

Resolution No. 25-15

OCTOBER 2015

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the New Jersey Municipal Environmental Risk Management Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000363			
000363	T & M ASSOCIATES	PROFESSIONAL SERVICES - 08/28/2015	12,136.67
000363	T & M ASSOCIATES	PROFESSIONAL SERVICES 07/31/2015	7,637.67
			19,774.34
000364			
000364	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 09/2015	2.43
000364	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR - 10/2015	20,554.00
000364	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 08/2015	34.12
			20,590.55
000365			
000365	AON RISK CONSULTANTS, INC.	ACTUARIAL SERVICES - 3RD QTR 2015	15,425.50
000365	AON RISK CONSULTANTS, INC.	ACTUARIAL SERVICES ADJUST 2ND QTR 2015	12.00
			15,437.50
000366			
000366	DORSEY & SEMRAU	TREASUER FEE 4TH QTR 2015	18,011.75
			18,011.75
000367			
000367	CHARLES CUCCIA	TREASURER FEE 10/2015	1,545.00
			1,545.00
000368			
000368	PRINCETON PUBLIC AFFIARS GROUP	PROFESSIONAL SERVICES - SEPT -OCT 4,2015	4,500.00
			4,500.00
000369			
000369	DANSKIN INSURANCE AGENCY INC	UNDERWRITING MANAGER FEE 10/2015	17,556.00
000369	DANSKIN INSURANCE AGENCY INC	RENEWAL POLICY - GENERAL LIABILITY - 2015	992.50
			18,548.50
000370			
000370	NJ ADVANCE MEDIA	ACCT: XNJEN0555599 - 8/28/15 - SPEC MTG	29.45
			29.45
000371			
000371	MUNICIPAL EXCESS LIABILITY JIF	REIMBURSE MEL 1/3 OF 9/2/15 MTG	1,134.57
			1,134.57
000372			
000372	ALLSTATE INFORMATION MANAGEMNT	ACCT: 736 - ACT & STOR - 08/31/2015	19.76
			19.76
000373			
000373	FIRST ENVIRONMENT, INC.	PROFESSIONAL SERVICES - 08/2015	10,918.66
			10,918.66

000374
000374

FIRST ENVIRONMENT, INC.

PROFESSIONAL SERVICES - 09/2015

18352.66
18352.66

Total Payments FY 2015

128,862.74

TOTAL PAYMENTS ALL FUND YEARS \$ 128,862.74